

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 36-4**

1 MAY 1998

Personnel

**AIR FORCE VOTING ASSISTANCE PROGRAM
(WING)**

NOTICE: This publication is available digitally on the AFSPC WWW site at: <http://midway.spacecom.af.mil/pubs>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: DPPXX (MSgt Craig A. Dockum)
Supersedes AFSPCSIG90-269, 2 Jun 97.

Certified by: DPP (Col Emily E. Chamberlin)
Pages: 2
Distribution: F

This Checklist reflects Command requirements for the Voting Assistance Program offices to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This Checklist has been revised to the new Command requirements for Checklist.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
2. This publication establishes a baseline checklist. Use checklist at **Attachment 1** as a guide only. This checklist will be used by the Command IG during applicable assessments.

BOBBIE GERVAIS, Colonel, USAF
Director of Personnel

Attachment 1

AIR FORCE VOTING ASSISTANCE PROGRAM CHECKLIST

Table A1.1. Checklist.

MISSION STATEMENT: To ensure all assigned Air Force Space Command personnel are afforded the opportunity to exercise their right to vote.			
1. CRITICAL ITEMS	YES	NO	N/A
1.1. Does the installation commander appoint a field grade officer from base wide resources to act as the Installation Voting Officer (IVO)? (AFI 36-3107, para 4.3)			
1.2. Does the IVO set up an installation voting committee to develop and administer the local voting program? (AFI 36-3107, para 4.3)			
1.3. Does the installation voting committee consist of representatives from military personnel, public affairs, judge advocate, base publishing distribution office, communications and services? (AF Voting Plan, Annex A, para e(2))			
1.4. Does the IVO train all UVCs on responsibilities and keep a record to include replacements as needed for duration of the plan? (AF Voting Plan, para 3 I(5))			